



UNITED STATES DISTRICT COURT - DISTRICT OF ARIZONA
Office of the Clerk of Court

Career Opportunity #: 06/55

Date: September 8, 2006

POSITION:	Database Administrator/Programmer
POSITION TYPE:	Regular, Full-time
TYPICAL HIRING RANGE:	\$49,872 - \$62,363 (CL 28/1 - CL 28/25)
FULL SALARY RANGE:	\$49,872 - \$81,099 (CL 28/1 - CL 28/61)
CLOSING DATE:	September 29, 2006
LOCATION:	Phoenix, Arizona

Join the U.S. District Court's team of energetic, career minded professionals! The Office of the Clerk offers an opportunity for self-motivated individuals with excellent interpersonal skills and strong work ethic to launch or continue a career in public service. Our fast paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement for bright people with lots of initiative. The U.S. District Court offers competitive wages, paid vacation time, and a host of benefit options that include medical insurance, life insurance, a pension plan, a flexible medical spending account, and a tax deferred savings plan.

INTRODUCTION

This position is part of a consolidated automation support division and reports to the Systems Technology Division manager. The incumbent provides specialized technical support for the Clerk's Office, U.S. Probation, U.S. Pretrial Services and chambers staff located throughout the District of Arizona in the areas of Informix, Oracle, and Unify database and applications administration, custom report development, web programming, and occasional UNIX/Linux shell programming and systems administration.

OCCUPATIONAL INFORMATION

The Systems Technology Division is responsible for the computer systems, telecommunications infrastructure, and new technology for the District of Arizona, encompassing seven offices and 550 users in the Clerk's Office, U.S. Probation, U.S. Pretrial Services and chambers staff. Applications are housed on UNIX, Linux, Windows, and Novell 6.x servers, and Windows 2000 and XP are utilized as the primary desktop operating systems. Off-the-shelf applications include WordPerfect, Lotus Notes, Internet Explorer, Adobe Acrobat, Quattro Pro, Lotus Organizer, Microsoft Office, and other miscellaneous products. Systems Technology also supports a significant quantity of portable computing devices including PocketPC/Windows Mobile, Palm, and Blackberry PDAs, and wireless laptop computers.

The database administrator/programmer is responsible for the installation, configuration, maintenance, and support of Court applications resident on Solaris UNIX, Red Hat Linux, and Windows host servers including databases, data query/retrieval programs, third party reporting tools (such as Crystal Reports and Business Objects), and systems/database administration utilities. The employee is also responsible for the development of custom informational and statistical reports utilizing third party reporting tools or programming languages such as Perl and Java. The employee is responsible for routine database maintenance and application software installation and tuning; system troubleshooting and

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end-user support relative to supported database applications; customization of nationally supported judiciary applications; testing and installation of new releases of applications and operating system software as required; applications security administration; and end-user training. Applications supported by the incumbent will include nationally supported systems including a web-based district court case management/electronic case filing system (CM/ECF), a judiciary financial management application, a Probation/Pretrial Services case tracking system, and a jury management system, all of which utilize the Informix Dynamic Server 7.x/9.x or Oracle RDBMS. Other supported applications include smaller peripheral programs and databases which utilize the UNIFY or Microsoft SQL Server database management systems. The incumbent will also develop and maintain custom web-based interfaces and applications, query tools, and utilities in support of nationally supported and locally developed/acquired applications. The incumbent may also perform UNIX/Linux and Windows operating system administration duties as assigned.

MINIMUM QUALIFICATIONS

To qualify for this position, the applicant must have three years specialized experience, including at least one year equivalent to work at the next lower level (CL-27).

Specialized experience is progressively responsible experience related to the technical aspects of data processing, office automation, and data communications and their applications, terminology and methodology, including the accomplishment of computer project assignments that involved systems and process analysis, design, programming, implementation, integration, and management. Education above the high school level may be substituted for required specialized experience.

PREFERRED QUALIFICATIONS

Preference will be given to those candidates who possess progressively responsible technical experience related to enterprise-level database administration and database/application programming, specifically with the Informix Dynamic Server 7.x and 9.x. Knowledge of client/server architecture and IP networking concepts is also preferred. A good working knowledge of the UNIX and Linux operating systems and administration is desirable, as is knowledge of Windows desktop and server operating systems and Novell NetWare 6.x.

Preference will also be given to candidates whose work experience provides evidence of strong customer service skills; the ability to work cooperatively with clients, team members, and managers; the ability to handle multiple priorities in a fast-paced environment; and the ability to follow an assigned project through to completion. A bachelor's degree from an accredited university or college is also preferred.

SELECTION PROCESS

Judiciary employees serve under excepted appointments and are considered at will employees. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The initial appointment to this position is provisional pending the successful completion of the required background checks or investigations. The United States District Court is a drug-free work place and the applicant selected will also be required to participate in a drug screening test prior to employment. Selected applicants may be tested for automation skills.

The Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available

within a reasonable time of the original announcement, the District Court Executive may elect to select a candidate from the original qualified applicant pool.

ADDITIONAL INFORMATION

Judicial employees are entitled to standard federal benefits such as paid vacation time, paid sick time, medical insurance, life insurance, retirement, and a tax-deferred savings plan. Employees are also eligible for long-term care and disability insurance and a Flexible Benefits Program which includes pre-tax deductions for health benefits premiums, health care expenses, dependent care, and commuter benefits. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

HOW TO APPLY

Submit a District of Arizona application form*, cover letter, resume, and a copy of your most recent performance evaluation to:

**United States District Court
Attn: Human Resources Division
Sandra Day O'Connor U.S. Courthouse, Suite 150
401 West Washington Street, SPC 4
Phoenix, AZ 85003-2118**

(602) 322-7110 FAX (602) 322-7119

Applications not received by the closing date may not be considered. *You can obtain an application form on our web page under “**Employment /Employment Applications**” at: www.azd.uscourts.gov.